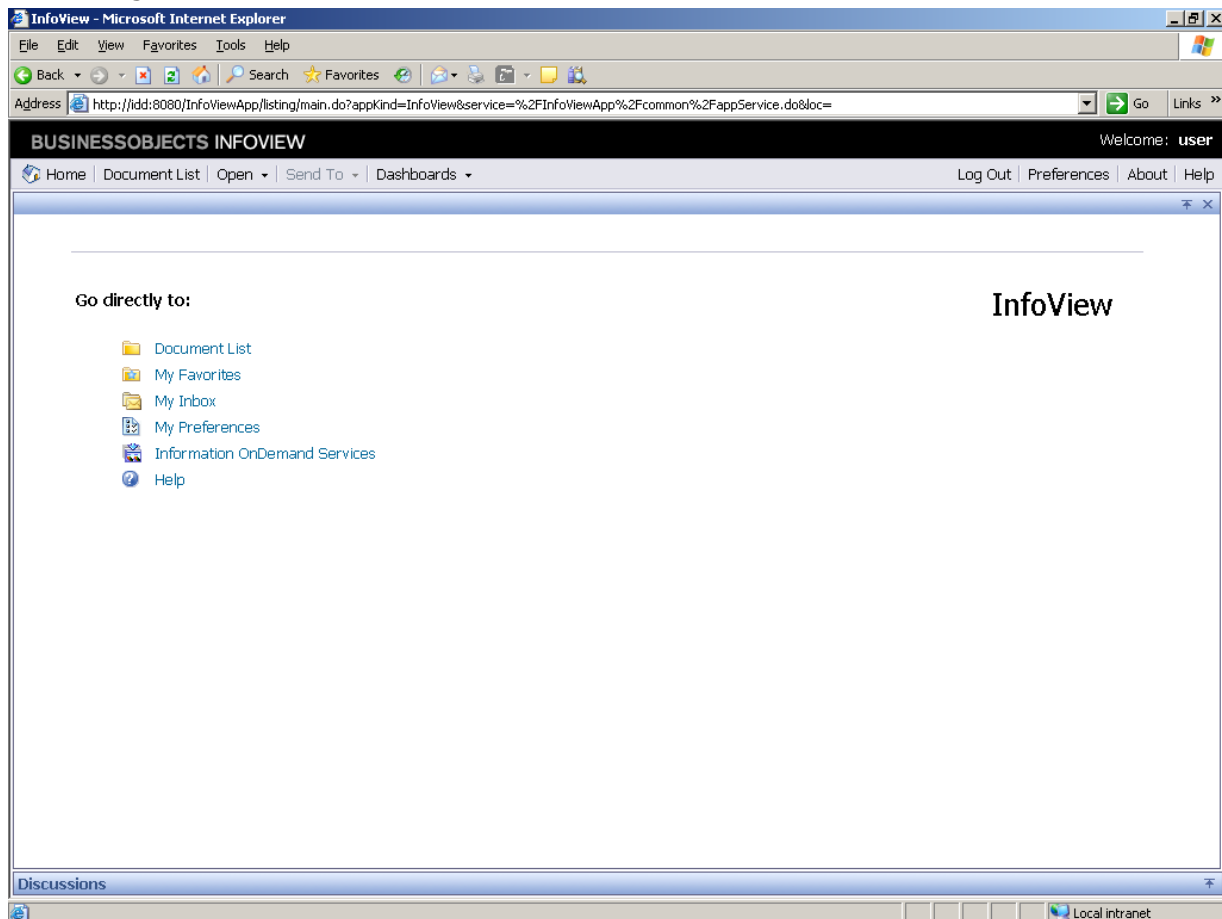


Procedure

1. Start the transaction using the menu path or transaction code.

Home Page of InfoView



2. Click **My Favorites**.

In this exercise, you will open the My Folders section and add the Microsoft Excel file SalesTrends.xls. Enter the keyword 'Trends'.

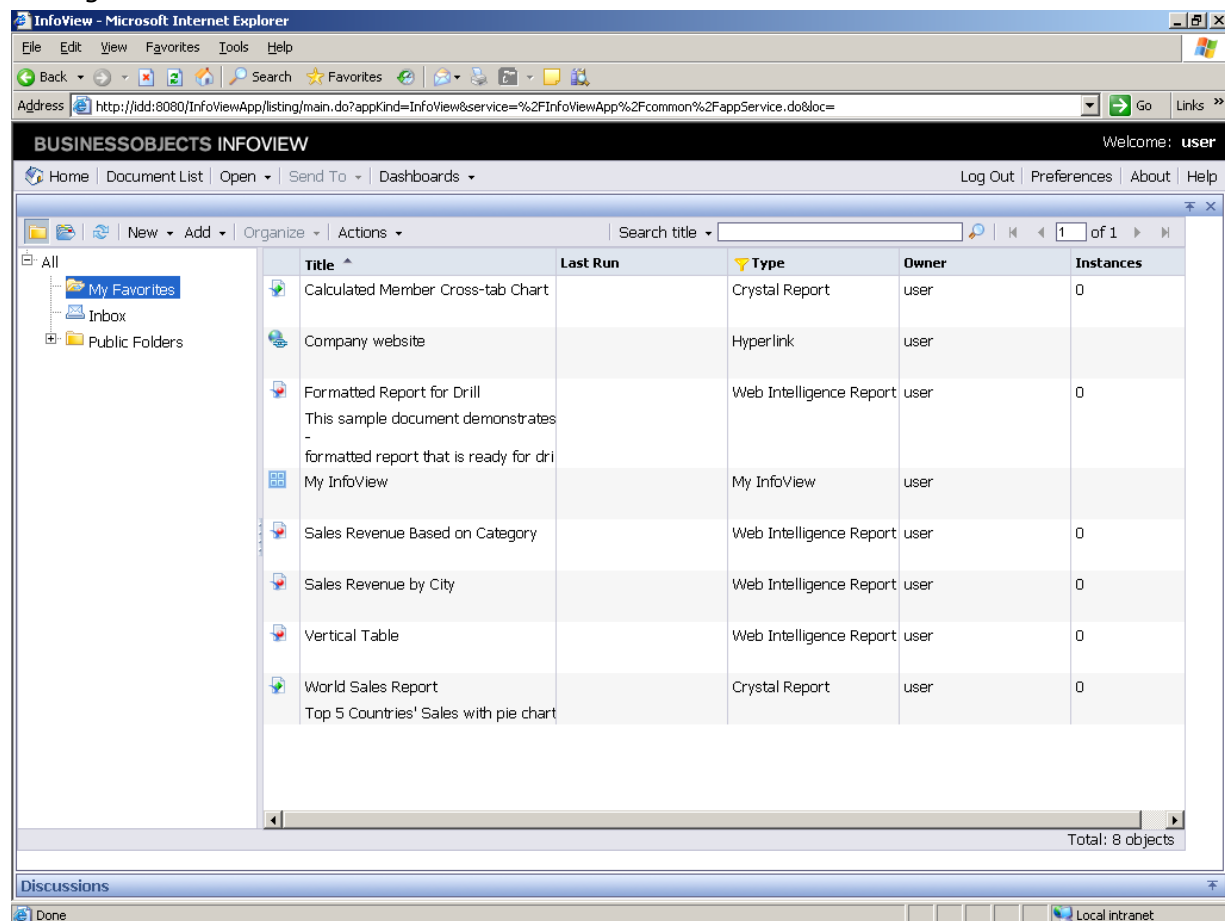
Do not add a description or choose a category for this file.

Finally, you will add a hyperlink to www.sap.com called 'SAPWebsite' in the Personal

Creating and Adding Additional Components

Categories category.

Listing



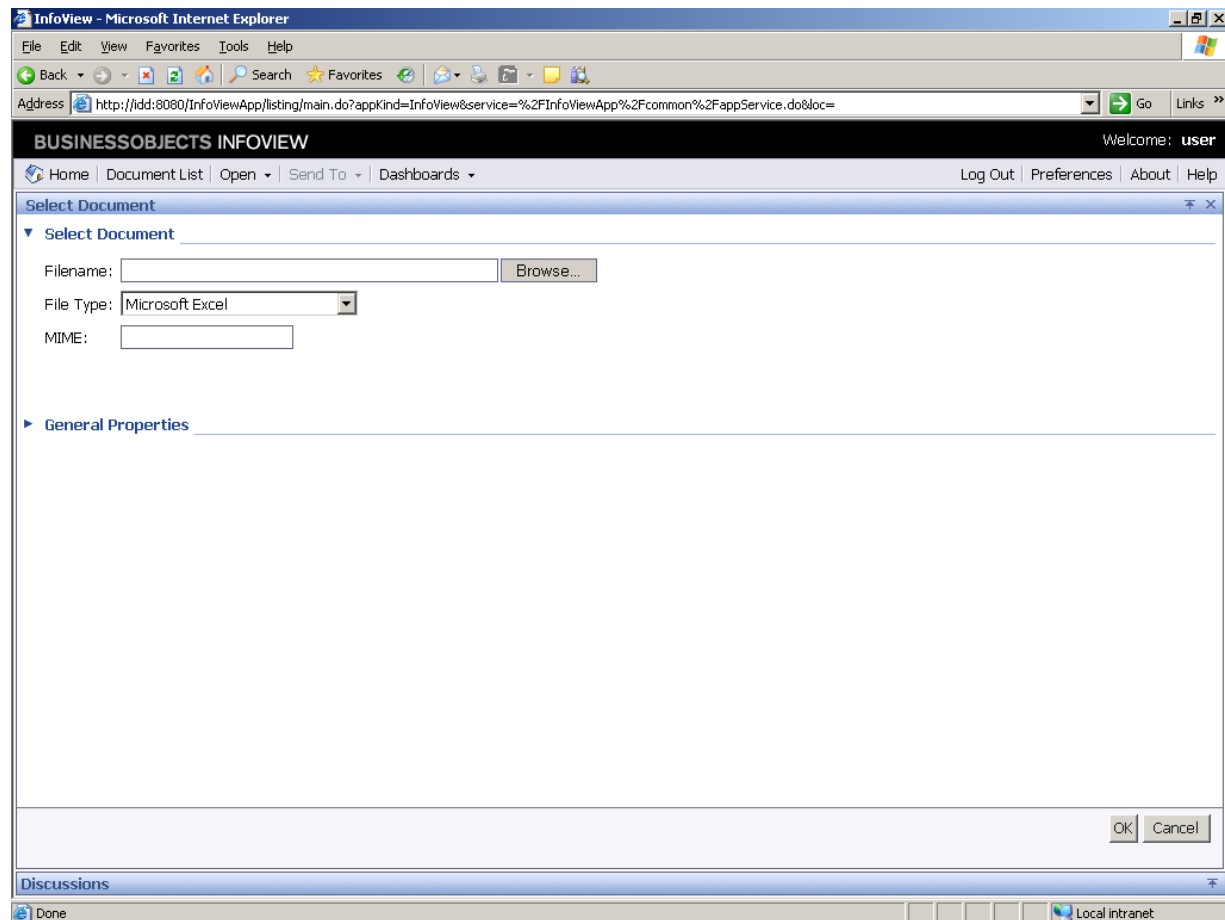
3. Click **Add**.

Add the Excel document Sales Trends.xls.

4. Click **Local Document...**

Creating and Adding Additional Components

Internal

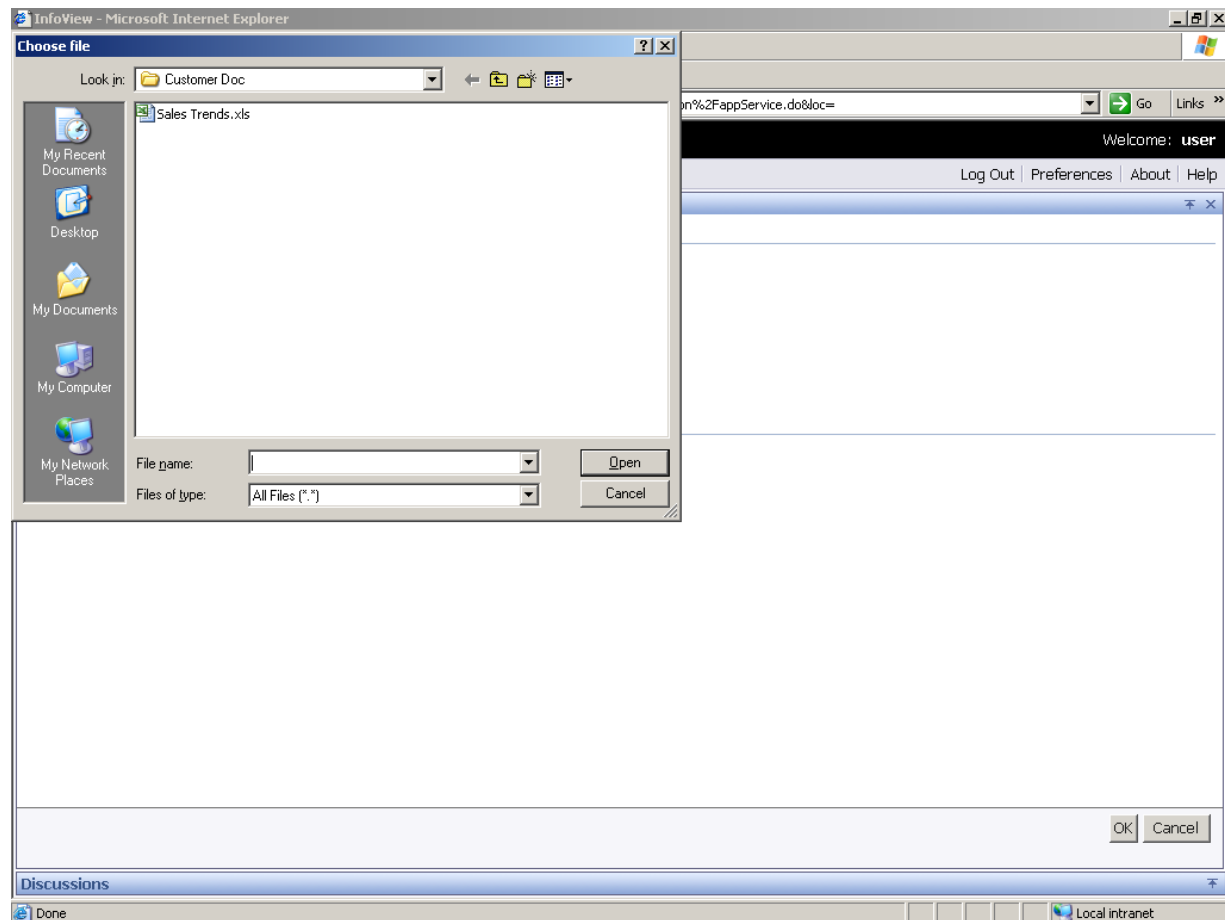


The screenshot shows a Microsoft Internet Explorer window titled 'InfoView - Microsoft Internet Explorer'. The address bar displays the URL: `http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2Fapp5Service.do&loc=`. The page content is titled 'BUSINESSOBJECTS INFOVIEW' and includes a 'Welcome: user' message. A navigation bar contains links for 'Home', 'Document List', 'Open', 'Send To', and 'Dashboards'. On the right, there are links for 'Log Out', 'Preferences', 'About', and 'Help'. The main content area is titled 'Select Document' and contains a 'Select Document' section with the following fields: 'Filename:' with a text input and a 'Browse...' button, 'File Type:' with a dropdown menu set to 'Microsoft Excel', and 'MIME:' with an empty text input. Below this is a 'General Properties' section which is currently collapsed. At the bottom right of the dialog, there are 'OK' and 'Cancel' buttons. The status bar at the bottom of the browser window shows 'Done' and 'Local intranet'.

5. Click **Browse....**

Creating and Adding Additional Components

Choose file



6. Click **Sales Trends.xls**.
7. Click **Open**.

Creating and Adding Additional Components

Internal

▼ **Select Document**

Filename:

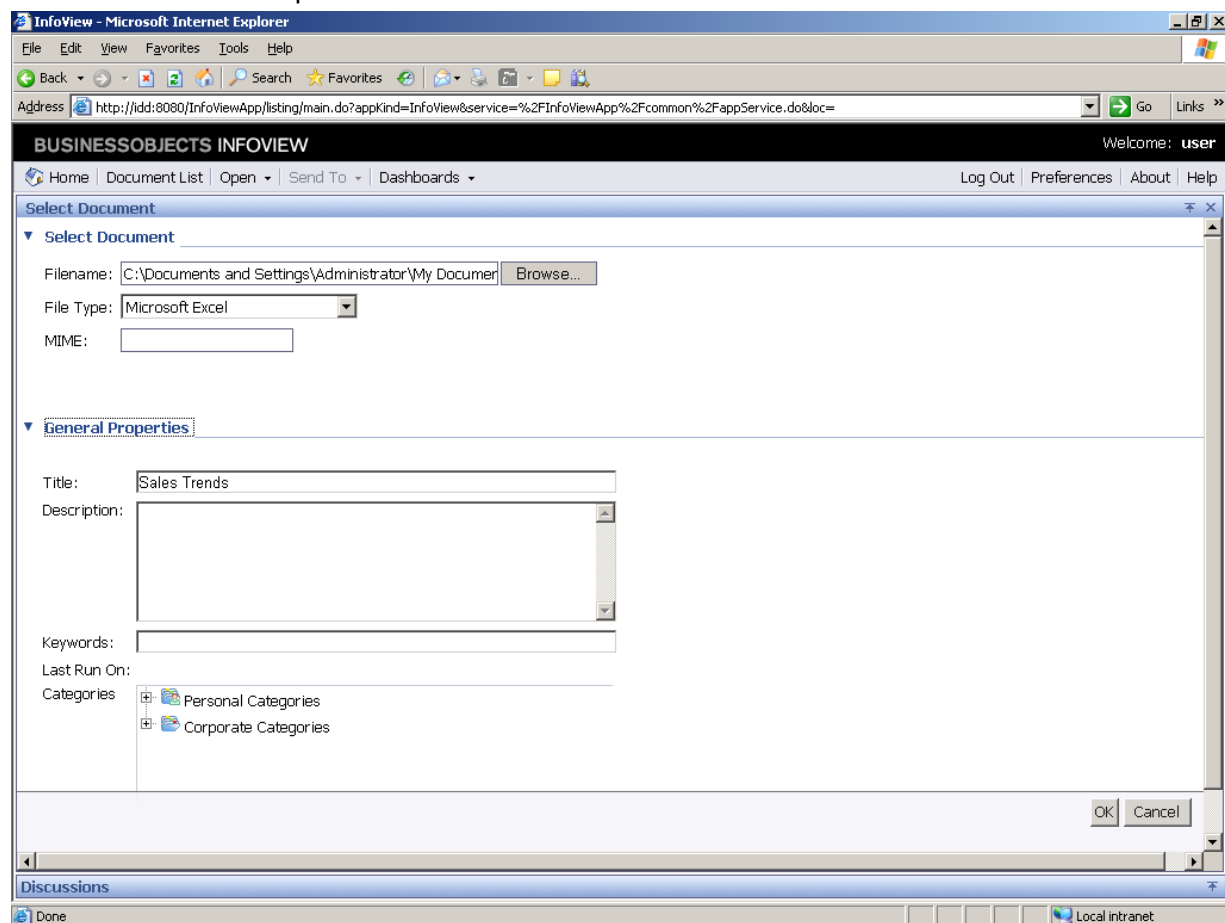
File Type:

MIME:

► **General Properties**

8. Click the **General Properties** link.

Customer Orders Properties



The screenshot shows the 'InfoView - Microsoft Internet Explorer' window. The address bar displays the URL: `http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=`. The page title is 'BUSINESSOBJECTS INFOVIEW' and the user is logged in as 'user'. The navigation bar includes links for Home, Document List, Open, Send To, Dashboards, Log Out, Preferences, About, and Help. The 'Select Document' tab is active, showing the 'General Properties' section. The 'Title' field is filled with 'Sales Trends'. The 'Description' field is empty. The 'Keywords' field is empty. The 'Last Run On' field is empty. The 'Categories' section shows a tree view with 'Personal Categories' and 'Corporate Categories'.

▼ **Select Document**

Filename:

File Type:

MIME:

▼ **General Properties**

Title:

Description:

Keywords:

Last Run On:

Categories: ☐ Personal Categories ☐ Corporate Categories

Discussions

Done

Creating and Adding Additional Components

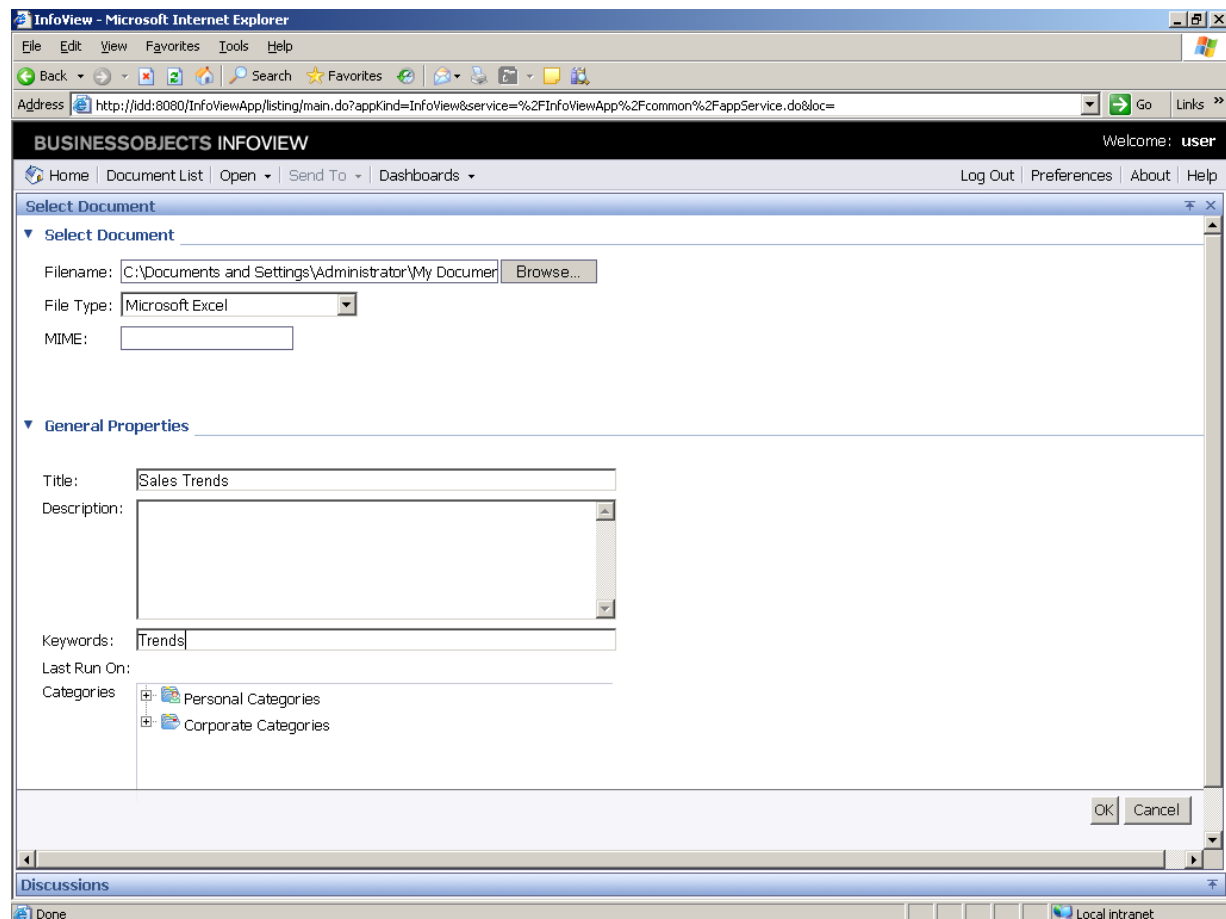
- Click in the **Keywords** field.

Next, you will add a Keyword for this file.

- As required, complete/review the following fields:

Field	R/O/C	Description
Description:	R	Example: Trends

Internal

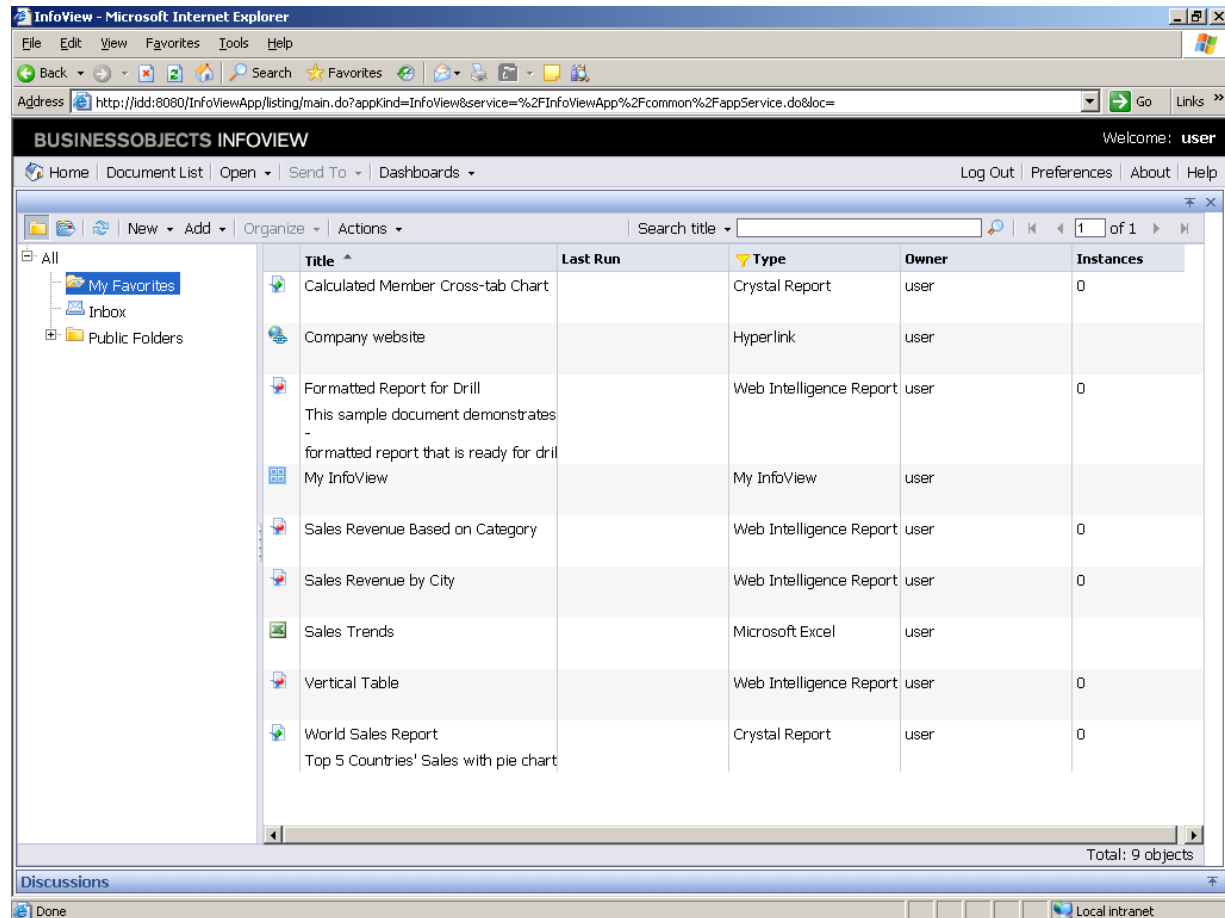


The screenshot shows the 'Select Document' dialog box in the Business Objects InfoView application. The dialog is titled 'Select Document' and has a 'Welcome: user' message. It contains several sections: 'Select Document' with fields for 'Filename' (C:\Documents and Settings\Administrator\My Document), 'File Type' (Microsoft Excel), and 'MIME'; 'General Properties' with fields for 'Title' (Sales Trends), 'Description', 'Keywords' (Trends), and 'Last Run On'; and 'Categories' with a tree view showing 'Personal Categories' and 'Corporate Categories'. The 'Keywords' field is highlighted with a blue border. The dialog also has 'OK' and 'Cancel' buttons at the bottom right.

Creating and Adding Additional Components

11. Click **OK**.
12. Start the transaction using the menu path or transaction code.

Listing



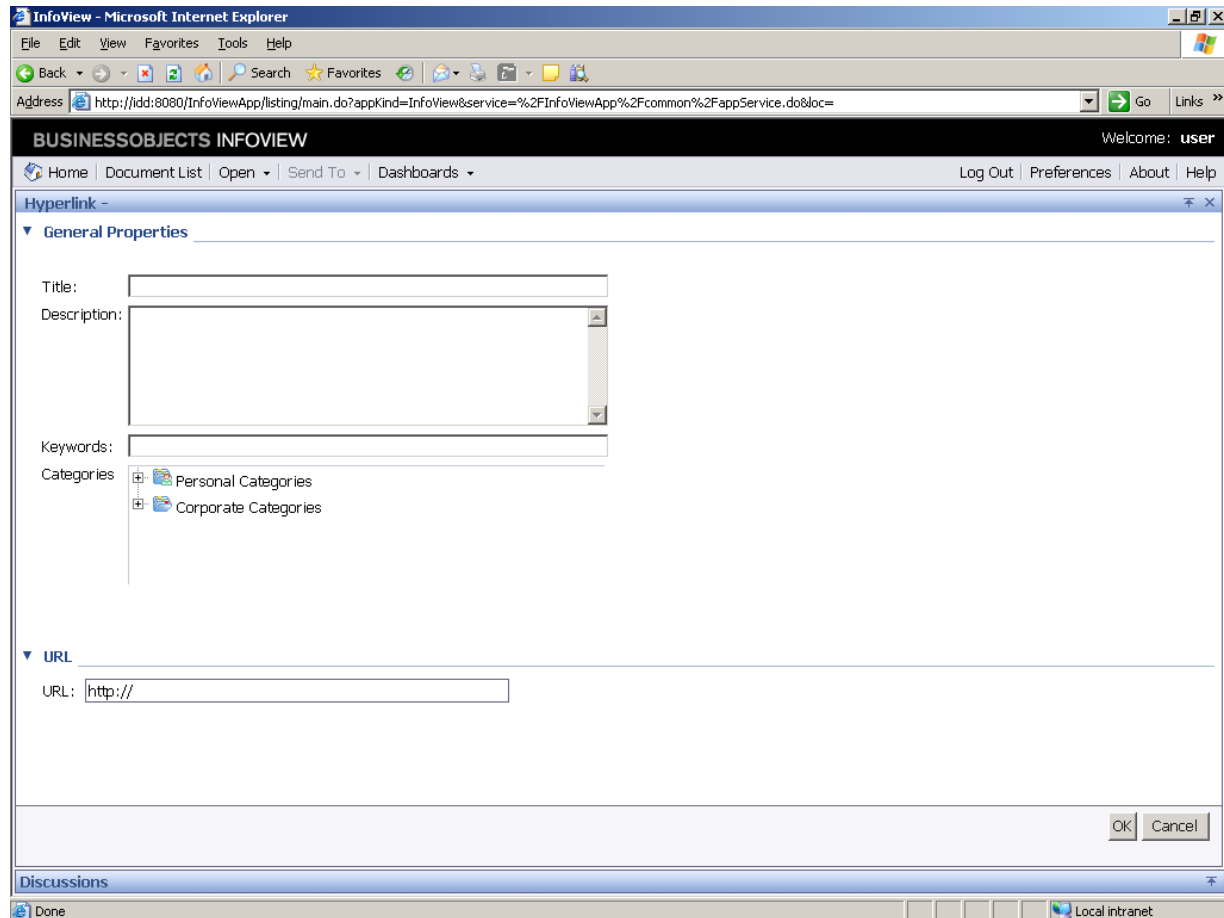
13. Click **New**.

Now, add a new hyperlink to www.sap.com called 'SAP Home Page.'

14. Click **Hyperlink**.

Creating and Adding Additional Components

Properties



The screenshot shows the 'InfoView - Microsoft Internet Explorer' window. The address bar shows a URL starting with 'http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc='. The main content area displays the 'BUSINESSOBJECTS INFOVIEW' application. A 'Hyperlink' dialog box is open, showing the 'General Properties' tab. The 'Title' field is empty. The 'Description' field is empty. The 'Keywords' field is empty. The 'Categories' field shows a tree view with 'Personal Categories' and 'Corporate Categories'. The 'URL' tab is also visible, showing a 'URL' field with 'http://' entered. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

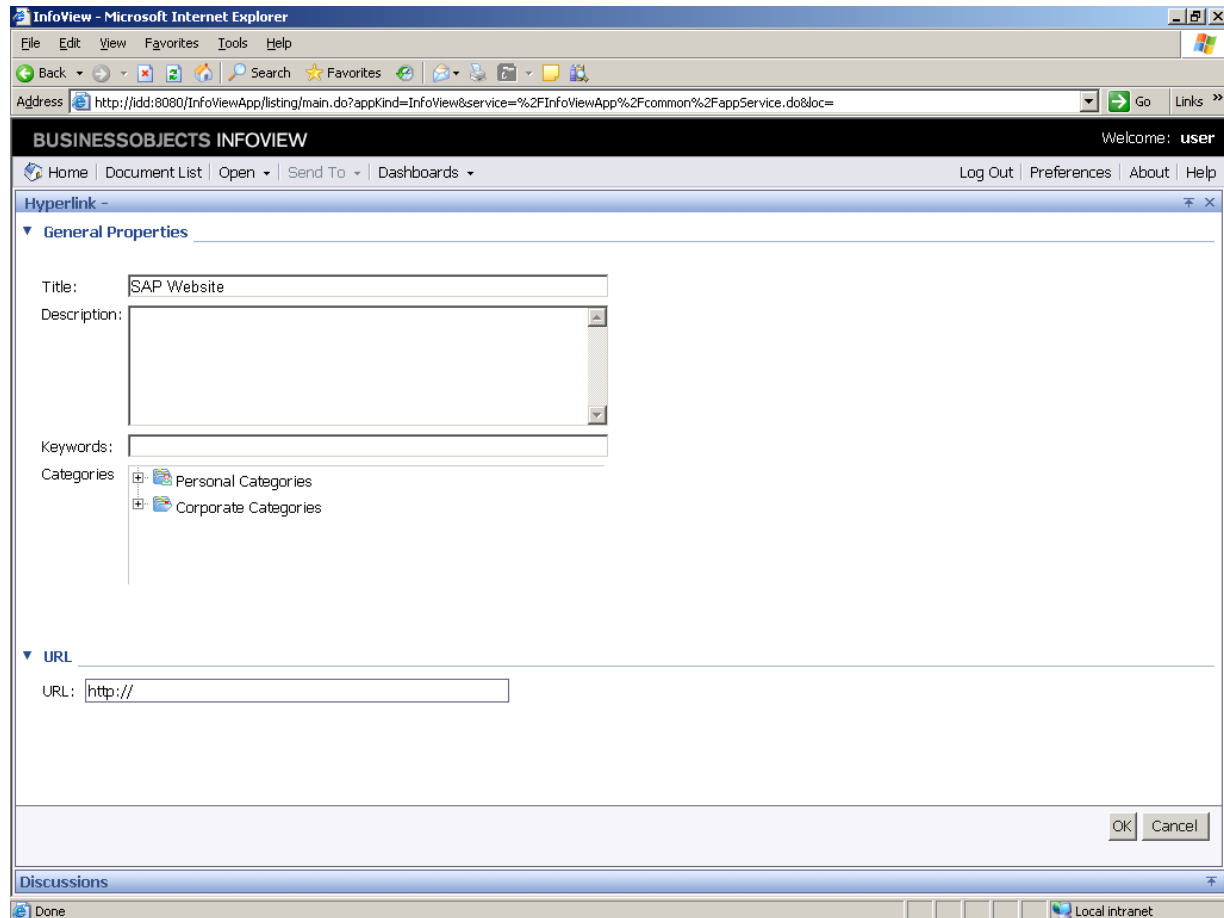
15. As required, complete/review the following fields:

Field	R/O/C	Description
Title:	R	Example: SAP website

Enter the desired information into the Title field.

Creating and Adding Additional Components

Properties



InfoView - Microsoft Internet Explorer

Address: <http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2Fapp5Service.do&loc=>

BUSINESSOBJECTS INFOVIEW Welcome: user

Home | Document List | Open | Send To | Dashboards | Log Out | Preferences | About | Help

Hyperlink -

▼ General Properties

Title:

Description:

Keywords:

Categories

- Personal Categories
- Corporate Categories

▼ URL

URL:

OK Cancel

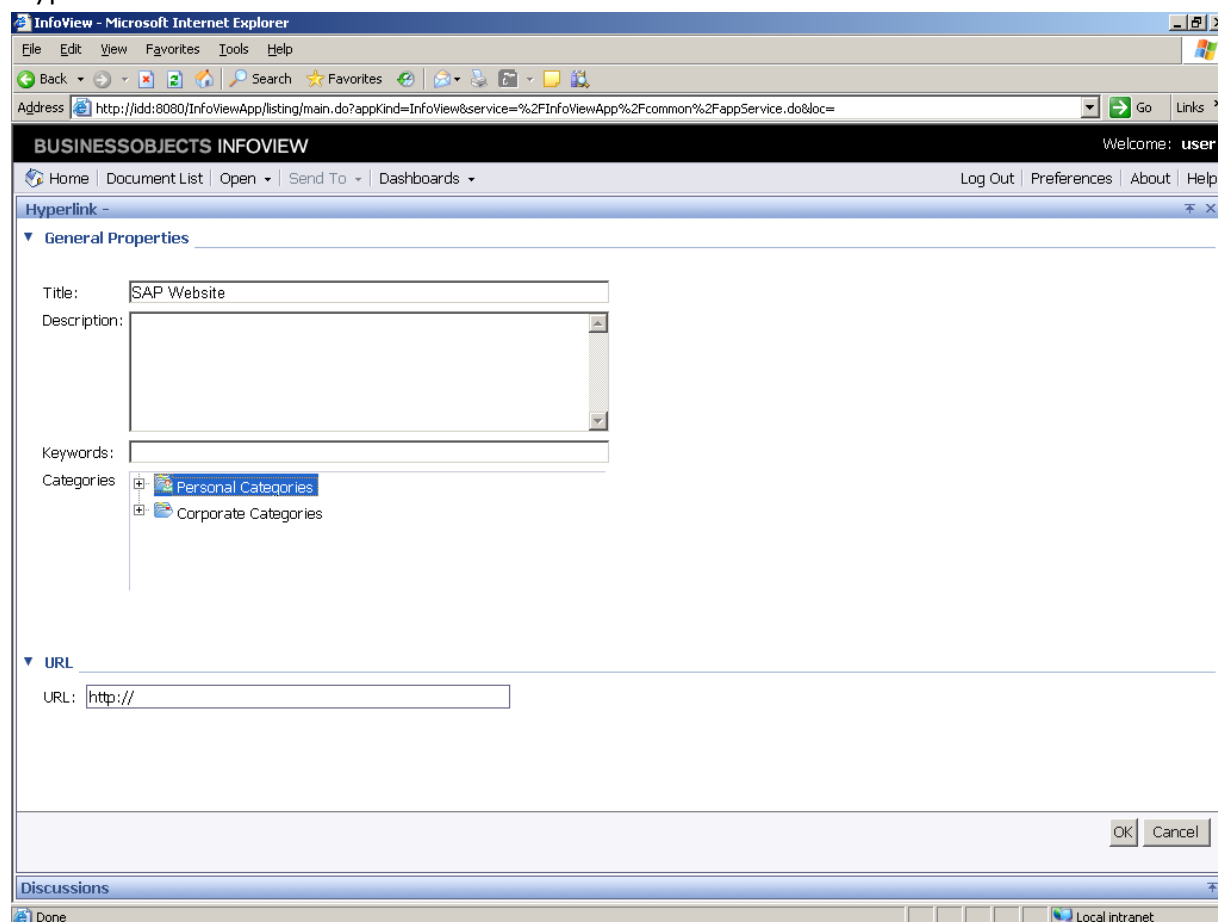
Discussions

Done Local intranet

16. Click **Personal Categories**.

Creating and Adding Additional Components

Hyperlink



17. As required, complete/review the following fields:

Field	R/O/C	Description
URL:	R	Example: www.sap.com

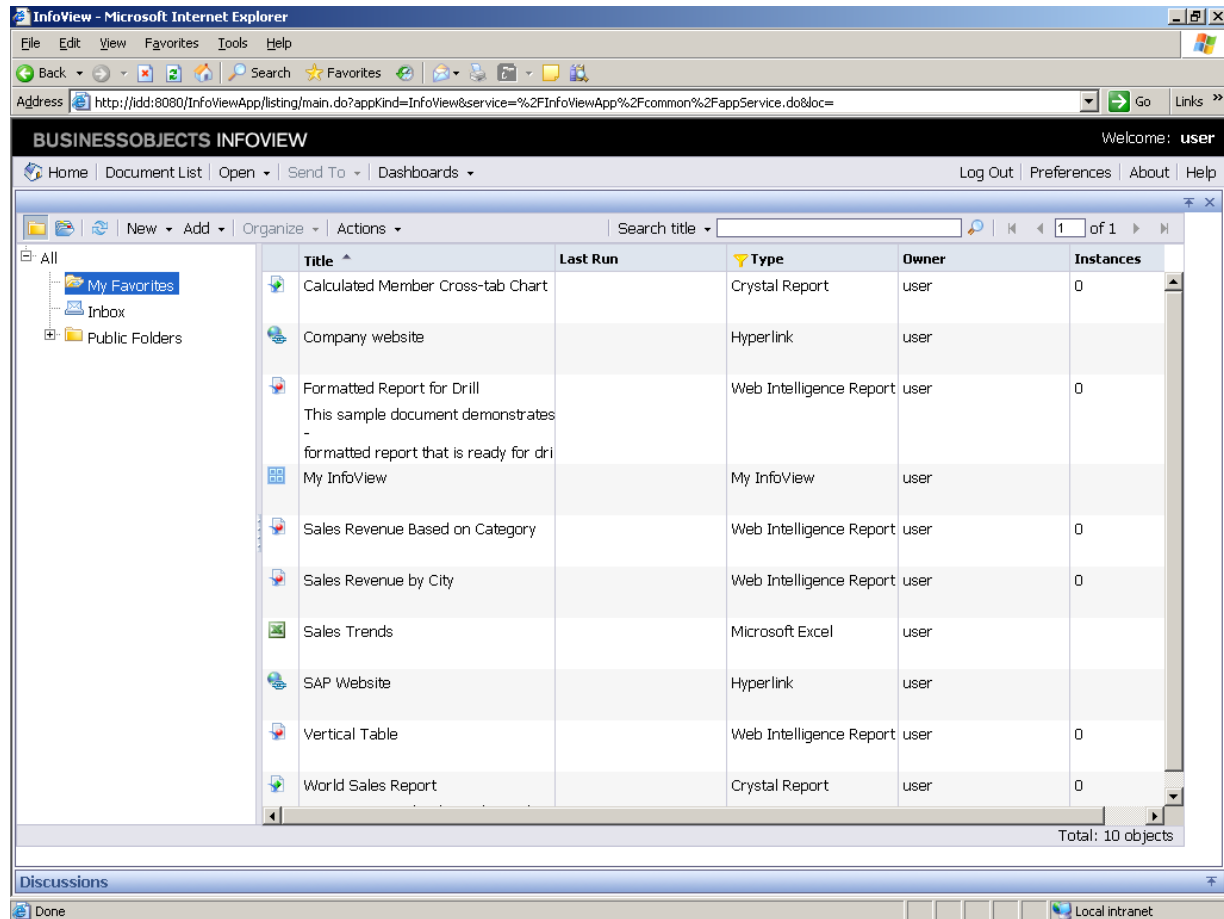
Enter the URL for the SAP website.

18. Click **OK**.

Creating and Adding Additional Components

Save your changes and create the hyperlink.

End of simulation.



Title	Last Run	Type	Owner	Instances
Calculated Member Cross-tab Chart		Crystal Report	user	0
Company website		Hyperlink	user	
Formatted Report for Drill This sample document demonstrates formatted report that is ready for dri		Web Intelligence Report	user	0
My InfoView		My InfoView	user	
Sales Revenue Based on Category		Web Intelligence Report	user	0
Sales Revenue by City		Web Intelligence Report	user	0
Sales Trends		Microsoft Excel	user	
SAP Website		Hyperlink	user	
Vertical Table		Web Intelligence Report	user	0
World Sales Report		Crystal Report	user	0

19. End of simulation.